



United States
Department of
Agriculture

National Institute
of Food and
Agriculture



The Leadership Management Dashboard (LMD) User Guide:

AREERA POW

SYSTEM VERSION: 5.0

DOCUMENT VERSION: 1.0

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Contact Us:

For general questions about this application, or support for the Reporting Portal and Logging in:
electronic@nifa.usda.gov (Tier 1 support for all users)

Document Comments:

We value your feedback on this document. Please email your comments to
LMDsupport@nifa.usda.gov. (Tier 2 support for Internal Staff)

Hours: M-F 7AM – 3:30PM

Troubleshooting for second tier IT Support:

LMDfeedback@nifa.usda.gov (Tier 3 Support)

This document was created by users for users. We value your feedback! The Planning, Accountability and Reporting Staff (PARS) at NIFA has super-users that may be able to help if you encounter problems:

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Bart Hewitt: bhewitt@nifa.usda.gov (Supervisor)

Please remember, the data shown in this guide may not be available to the public. This guide is intended for internal use only.

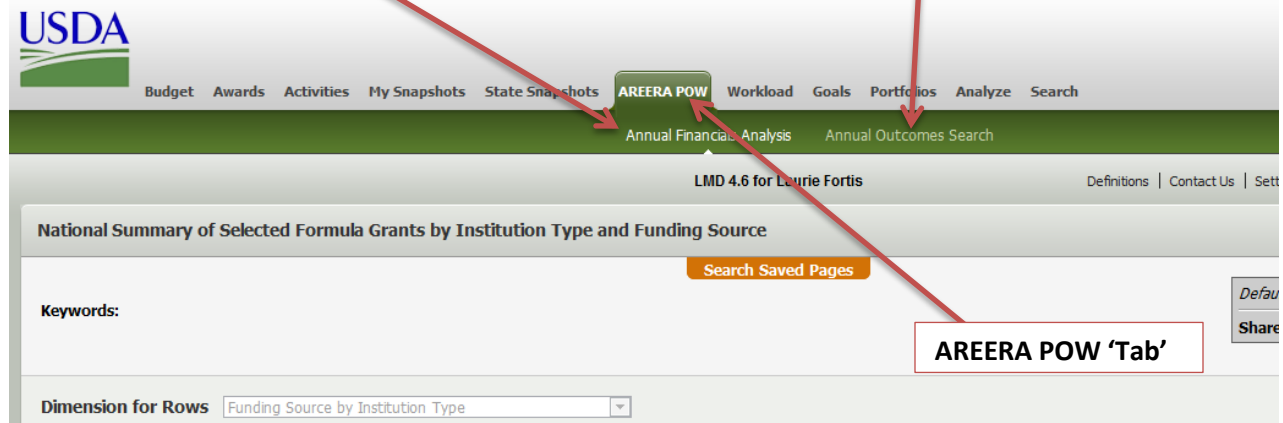
User Guide Organization:

Guides are available under the “Help” link. The Basic Navigation Guide shows you the basics of LMD. Every other guide is specific to one “Tab” in LMD, which are listed below. To download the complete Guide, please visit the Intranet site: <http://intranet.nifa.usda.gov/groups/OfficesUnits/OA/PA/Reporting>

Tab	User Guide
General Introduction Guide	1 - Basic Navigation in LMD – User Start Guide v1.0
Acronyms	Acronym List v1.0
Activities	Activities User Guide v1.0
Analyze	Analyze User Guide v1.0
AREERA POW	AREERA POW User Guide v1.0
Awards	Budget and Awards User Guide v1.0
Search	Enterprise Search User Guide – Faceted Search Overview v1.0
Search	Enterprise Search User Guide v1.0
Goals	Goals and Portfolios User Guide v1.0
Portfolios	Goals and Portfolios User Guide v1.0
My Snapshots	My Snapshots User Guide v1.0
State Snapshots	State Snapshots User Guide v1.0
Workload	Workload User Guide v1.0
CRIS Classification Reference	My Snapshots User Guide v1.0

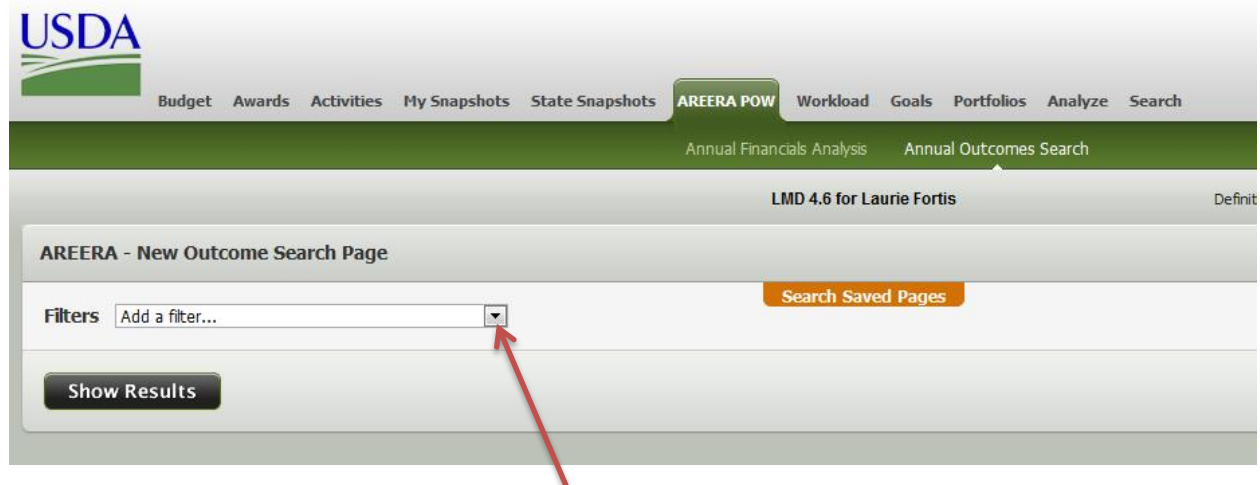
AREERA Plan of Work:

On the AREERA POW tab, you have two choices to look at data, the “**Annual Outcomes Search**” or the “**Annual Financials Analysis**”. These are sub-tabs for the AREERA POW tab.

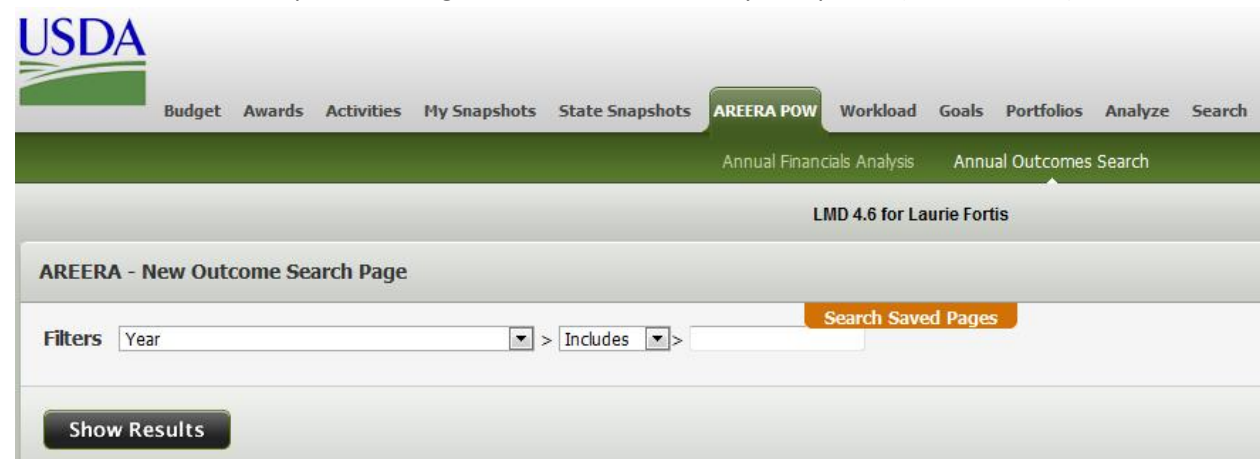


(Figure 5: Landing page for the AREERA POW tab)

1. Click on the “Annual Outcomes Search” to open that page (shown below)



2. Click on the drop-down box next to the “Filters”, and narrow down your search using the options available. For example, Choosing “Year” will result in the year options (shown below)



3. Choose “Includes” or “Except”, then clicking in the blank box to the right will pull up on the years available.

The screenshot shows the USDA AREERA - New Outcome Search Page. The top navigation bar includes links for Budget, Awards, Activities, My Snapshots, State Snapshots, AREERA POW, Workload, Goals, Portfolios, Analyze, and Search. Below this, there are links for Annual Financials Analysis and Annual Outcomes Search. The page title is "AREERA - New Outcome Search Page". The "Filters" section shows a dropdown menu with "Year" selected, followed by a greater-than sign and a dropdown menu with "Includes" selected. To the right of the "Includes" dropdown is a blank text box. A red arrow points from the text "Choose 'Includes' or 'Except'" to the "Includes" dropdown, and another red arrow points from the text "clicking in the blank box to the right" to the blank text box. A "Show Results" button is located below the filters. A "Search Saved Pages" button is also visible on the right side of the filters section.

You will see 2007 to 2012 is available. For the most recent Annual Report Data, choose “2012”.

The screenshot shows the USDA AREERA - New Outcome Search Page after the year 2012 has been selected. The "Filters" section now shows a dropdown menu with "Add a filter..." selected. Below this, the "Year Year" section shows a greater-than sign followed by a text box containing "2012". A red "x" icon is next to the "2012" text. The "Show Results" button is still present. The "Search Saved Pages" button is also visible on the right side of the filters section.

Once you choose a filter, such as year, it stays in this top box.

You can choose more than one year, but you must select them one at a time in the same way. (Each year already chosen will disappear from the drop-down box of available years as they are selected.) You can just choose the other years you want by clicking inside the selection box and choosing another available year in this top grey box area.

To add another Filter, Click the Filters drop-down box again. This time, choose “Activity Type” and you can narrow down the data to include “Extension Only”, “Integrated Research & Extension Only”, or “Research Only”.

USDA

Budget Awards Activities My Snapshots State Snapshots AREERA POW Workload Goals Portfolios Analyze Search

Annual Financials Analysis Annual Outcomes Search

LMD 4.6 for Laurie Fortis

AREERA - New Outcome Search Page

Filters Activity Type > Includes > Search Saved Pages

Year Year includes only > 2012

Extension Only
Integrated Research and Extension Only
Research Only

Show Results

You can add as many filters as you would like.

Click “Show Results” to see the results.

Other filters you may choose include:

Filter Name: (in order as in LMD; first selection box)	Second selection box options	Third selection box options	Filter Possible Options; (third selection box):
Activity Type	Includes, All Except	NA	Extension Only Integrated Research & Extension Only Research Only
Funding Source	Includes, All Except	NA	1890 Extension Evans-Allan Hatch Smith-Lever 3b & 3c
Institution Type	Includes, All Except	NA	1862 Only 1890 Only Integrated 1862 & 1890 Only
Knowledge Area by Category & Topic	Topic	Includes, All Except	1 – NATURAL RESOURCES & ENVIRONMENT 2 – PLANTS AND THEIR SYSTEMS 3 – ANIMALS AND THEIR SYSTEMS 4 – ENGINEERING AND SUPPORT SYSTEMS 5 – FOOD AND NON-FOOD PRODUCTS:

			DEVELOPMENT, PROCESSING, QUALITY, AND DELIVERY 6 – ECONOMICS, MARKETS, AND POLICY 7 – HUMAN NUTRITION, FOOD SAFETY, AND HUMAN HEALTH AND WELL-BEING 8 – FAMILY AND COMMUNITY SYSTEMS 9 – RESEARCH SUPPORT, ADMINISTRATION, AND COMMUNICATION
	Category	Includes, All Except	10 – SOIL 11 – WATER 12 – FOREST AND RANGE RESOURCES 13 – NATURAL RESOURCES, GENERAL 14 – AIR 20 – PLANT PRODUCTION 21 – PLANT PROTECTION 30 – ANIMAL PRODUCTION 31 – ANIMAL PROTECTION 40 – ENGINEERING AND SUPPORT SYSTEMS 50 – FOOD PRODUCTS, PROCESSING, QUALITY 51 – NON-FOOD PRODUCTS, PROCESSING, QUALITY 60 – ECONOMICS, MARKETS, AND POLICY 61 – POLICY 70 – HUMAN NUTRITION 71 – FOOD SAFETY 72 – HUMAN HEALTH 80 – FAMILY AND COMMUNITY SYSTEMS 90 – RESEARCH SUPPORT, ADMINISTRATION AND COMMUNICATION
	Knowledge Area	Includes, All Except	101 -Appraisal of Soil Resources 102 -Soil, Plant, Water, Nutrient Relationships 103 -Management of Saline and Sodic Soils and Salinity 104- Protect Soils from Harmful Effects of Natural Elements 111 -Conservation and Efficient Use of Water 112- Watershed Protection and Management 121- Management of Range Resources 122 - Management and Control of Forest and Range Fires 123 - Management and Sustainability of Forest Resources 124 - Urban Forestry 125 – Agroforestry 131 - Alternative Uses of Land 132 - Weather and Climate 133 - Pollution Prevention and Mitigation 134 - Outdoor Recreation 135 - Aquatic and Terrestrial Wildlife 136 - Conservation of Biological Diversity 141 - Air Resource Protection and Management 201 - Plant Genome, Genetics, and Genetic Mechanisms 202 - Plant Genetic Resources

			<p>203 - Plant Biological Efficiency and Abiotic Stresses Affecting Plants</p> <p>204 - Plant Product Quality and Utility (Preharvest)</p> <p>205 - Plant Management Systems</p> <p>206 - Basic Plant Biology</p> <p>211 - Insects, Mites, and Other Arthropods Affecting Plants</p> <p>212 - Pathogens and Nematodes Affecting Plants</p> <p>213 - Weeds Affecting Plants</p> <p>214 - Vertebrates, Mollusks, and Other Pests Affecting Plants</p> <p>215 - Biological Control of Pests Affecting Plants</p> <p>216 - Integrated Pest Management Systems</p> <p>301 - Reproductive Performance of Animals</p> <p>302 - Nutrient Utilization in Animals</p> <p>303 - Genetic Improvement of Animals</p> <p>304 - Animal Genome</p> <p>305 - Animal Physiological Processes</p> <p>306 - Environmental Stress in Animals</p> <p>307 - Animal Management Systems</p> <p>308 - Improved Animal Products (Before Harvest)</p> <p>311 - Animal Diseases</p> <p>312 - External Parasites and Pests of Animals</p> <p>313 - Internal Parasites in Animals</p> <p>314 - Toxic Chemicals, Poisonous Plants, Naturally Occurring Toxins, and Other Hazards Affecting Animals</p> <p>315 - Animal Welfare/Well-Being and Protection</p> <p>401 - Structures, Facilities, and General Purpose Farm Supplies</p> <p>402 - Engineering Systems and Equipment</p> <p>403 - Waste Disposal, Recycling, and Reuse</p> <p>404 - Instrumentation and Control Systems</p> <p>405 - Drainage and Irrigation Systems and Facilities</p> <p>501 - New and Improved Food Processing Technologies</p> <p>502 - New and Improved Food Products</p> <p>503 - Quality Maintenance in Storing and Marketing Food Products</p> <p>504 - Home and Commercial Food Service</p> <p>511 - New and Improved Non-Food Products and Processes</p> <p>512 - Quality Maintenance in Storing and Marketing Non-Food Products</p> <p>601 - Economics of Agricultural Production and Farm Management</p> <p>602 - Business Management, Finance, and Taxation</p> <p>603 - Market Economics</p> <p>604 - Marketing and Distribution Practices</p> <p>605 - Natural Resource and Environmental Economics</p> <p>606 - International Trade and Development</p> <p>607 - Consumer Economics</p>
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			608 - Community Resource Planning and Development 609 - Economic Theory and Methods 610 - Domestic Policy Analysis 611 - Foreign Policy and Programs 701 - Nutrient Composition of Food 702 - Requirements and Function of Nutrients and Other Food Components 703 - Nutrition Education and Behavior 704 - Nutrition and Hunger in the Population 711 - Ensure Food Products Free of Harmful Chemicals, Including Residues from Agricultural and Other Sources 712 - Protect Food from Contamination by Pathogenic Microorganisms, Parasites, and Naturally Occurring Toxins 721 - Insects and Other Pests Affecting Humans 722 - Zoonotic Diseases and Parasites Affecting Humans 723 - Hazards to Human Health and Safety 724 - Healthy Lifestyle 801 - Individual and Family Resource Management 802 - Human Development and Family Well-Being 803 - Sociological and Technological Change Affecting Individuals, Families, and Communities 804 - Human Environmental Issues Concerning Apparel, Textiles, and Residential and Commercial Structures 805 - Community Institutions, Health, and Social Services 806 - Youth Development 901 - Program and Project Design, and Statistics 902 - Administration of Projects and Programs 903 - Communication, Education, and Information Delivery
Knowledge Area by NIFA Primary Priority Area	Primary Topic Area	Includes, All Except	1 - Global Food Security & Hunger 2 - Climate Change 3 - Sustainable Energy 4 - Childhood Obesity 5 - Food Safety 6 - Other Cross-cutting Areas
	Knowledge Area	Includes, All Except	See Knowledge Areas above
Knowledge Area by NIFA Secondary Priority Area	Secondary Topic Area	Includes, All Except	1 – Global Food Security & Hunger 3 – Sustainable Bioenergy N/A
	Knowledge Area	Includes, All Except	See Knowledge Areas above
Knowledge Area by Objective &	Goal	Includes, All Except	1 - ASSIST RURAL COMMUNITIES TO CREATE PROSPERITY SO THEY ARE SELF-SUSTAINING, REPOPULATING, AND ECONOMICALLY THRIVING

Goal			<p>2 - ENSURE OUR NATIONAL FORESTS AND PRIVATE WORKING LANDS ARE CONSERVED, RESTORED, AND MADE MORE RESILIENT TO CLIMATE CHANGE, WHILE ENHANCING OUR WATE</p> <p>3 - HELP AMERICA PROMOTE AGRICULTURAL PRODUCTION AND BIOTECHNOLOGY EXPORTS AS AMERICA WORKS TO INCREASE FOOD SECURITY</p> <p>4 - ENSURE THAT ALL OF AMERICA</p>
	Objective	Includes, All Except	<p>1.1 - Enhance Rural Prosperity</p> <p>1.2 - Create Thriving Communities</p> <p>1.3 - Support a Sustainable and Competitive Agricultural System</p> <p>2.1 - Restore and Conserve the Nation</p> <p>2.2 - Lead Efforts to Mitigate and Adapt to Climate</p> <p>2.3 - Protect and Enhance America's Water</p> <p>2.4 - Reduce Risk from Catastrophic Wildfire and Restore Fire to its Appropriate Place on the Landscape</p> <p>3.1 - Ensure U.S. Agricultural Resources Contribute to Enhanced Global Food Security,</p> <p>3.2 Enhance America</p> <p>4.1 - Increase Access to Nutritious Food</p> <p>4.2 - Promote Healthy Diet and Physical Activity</p> <p>4.3 - Protect Public Health by Ensuring Food is Safe</p> <p>4.4 - Protect Agricultural Health by Minimizing Major Diseases and Pests to Ensure Access to Safe, Plentiful, and Nutritious Food</p>
	Knowledge Area	Includes, All Except	See Knowledge Areas above
Knowledge Area by Portfolio	Portfolio	Includes, All Except	<p>1 - Markets, Trade, Policy and International Development</p> <p>2 - Processing, Engineering and Technology for Food and Bio Products</p> <p>3 - Animal Systems</p> <p>4 – Education</p> <p>5 - Farm Management for Sustainability</p> <p>6 - Quality of Life in Rural Areas</p> <p>7 - Food Safety</p> <p>8 - Plant Systems</p> <p>9 - Nutrition and Healthier Food Choices</p> <p>10 - Environment and Natural Resources</p> <p>11 - Supports All Portfolios</p>
	Knowledge Area	Includes, All Except	See Knowledge Areas above
Knowledge Area	NA	Includes, All Except	See Knowledge Areas above
Outcome Type	NA	Includes, All Except	<p>Action</p> <p>Condition</p> <p>Knowledge</p>
Region	NA	Includes, All Except	<p>North Central</p> <p>Northeast</p> <p>Southern</p>

			Western
State	NA	Includes, All Except	List of States
Year	Includes, Except	NA	2007, 2008, 2009, 2010, 2011, 2012